

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
February 9, 2016**

The meeting convened at 4:00 p.m. at East Valley Fire Station 40. Those present were Commissioner Chairman Les Riel, Commissioner Vice-Chairman Dan McNulty, Fire Chief Michael Riel, and Temp. Secretary Angel Stevens. Chairman Riel called the meeting to order and conducted the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Commissioner Vice-Chairman McNulty noted why all the changes to the amount of the claims request & minutes. Chief Riel stated that the changes for the minutes came from a board member by email to have changes made on the minutes. Chief Riel stated the changes for the claims request, is because Yakima County needs to have it in a format that can transfer to them for their records. Chief Riel also stated that this is why we would have to resign the documents because without their signatures we cannot post any of the changes without board approval. Commissioner Chairman Riel agreed and also, explained to Commissioner McNulty the reasoning for the resigning. Temp District Secretary Stevens had an updated version of the minutes with a corrected Warrant batch from the January 25<sup>th</sup> meeting for the board. Agenda was approved and the meeting continued.

**LIMITED OPEN PUBLIC INPUT FOR ITEMS NOT ON AGENDA – Public comment for items that are on the agenda are allowed as the item comes up for discussion during the meeting. Please stand and be recognized by the Chair and limit your comments to three minutes.**

Commissioner Riel noted that no one had signed up to speak.

**APPROVAL OF PREVIOUS MINUTES**

**A. January 25, 2016 Regular Meeting – approve or deny**

Chairman Commissioner Riel stated that there is a change on the January 25, 2016 minutes. On Page 1 under the Approval of Previous Minutes Line six where it reads as, The "Education" Committee, it should be The "Communication" Committee. Chairman Riel states that this is the only changes he has for the Minutes. Commissioner Vice-Chairman McNulty stated he has no changes to add. Chairman Commissioner Riel made a motion to approve the January 25, 2016 Regular minutes based upon the changes Chairman Riel stated to have changed. Commissioner Vice-Chairman McNulty seconds the motion. The Board was in favor of the motion and the minutes of the aforementioned meeting were approved. At this moment Chief Riel asked the board if they would like Temp Secretary Angel to go make the changes during the signing so that they will not have to resign the minutes, and then they will be good to post on the web site. Commissioner Chairman Riel stated to go ahead and make the changes, because they have approved the Minutes. Temp Secretary Angel will go make the change during the signing of the documents, so that it is signed and approved to go onto the website.

**B. December 23, 2016 Regular Meeting – approve or deny**

Chairman Commissioner Riel stated the recognized the December 23, 2016 meeting changes. As per the email Chairman Commissioner Riel sent to Chief Riel on Monday, February 01, 2016. The email stated the changes can be found under: Approval of previous minute's first line reads approve the minutes from "December 23, 2015" should be "December 10, 2016" Regular minutes. Commissioner Chairman Riel also requested in the email under Signing of District Documents Line Three reads: The "Broad" should be The "Board". There being no other changes. Commissioner Chairman Riel motion to approve the changes in the minutes under Item A & B. Commissioner Vice-Chairman McNulty Seconds the motion. Motion carries. Meeting Minutes are approved and the meeting continued.

## **CLAIMS REQUEST APPROVAL**

**A. Claims Request: Fire Fund - \$16,712.33 – approve or deny**

**B. Claims Request: EMS Fund - \$18,100.23 – approve or deny**

Commissioner Vice-Chairman McNulty made a motion to approve the Claims Request for Fire and EMS Totaling in the amount of: **\$34,812.56** Commissioner Chairman Riel seconded the motion. The Board was all in favor of the motion, thus approving the aforementioned claims request.

## **SECRETARY'S REPORT**

Temp District Secretary Angel Stevens stated that Benjamin St Mary came in and asked if he needs to come to meeting or when will he be contacted. Commissioner Chairman Riel stated that we will cover that under unfinished business under C. Temp District Secretary also stated that Washington Fire Commissioners Associated sent a Thank-you letter for the support of the state association. Temp District Secretary also let the board know and gave them documents from Pacific Power to have them acknowledge the YCFD 4 saved and was returned 3 checks for power savings in the amount of **\$9,345.61**. Pacific Power also wants the District to give permission and have the Commissioner Chairman sign off to be able to use the District for advertisement, on the savings we had to promote the project. Commissioner Chairman Riel said that this is a special meeting and it has to be on the agenda to sign. Commissioner Chairman Riel requested Temp District Secretary to add it on to the next meeting agenda. There being no other reports from the Temp District Secretary the meeting continued.

## **CORRESPONDENCE**

Temp District Secretary Angel Stevens let the board know at this time that we have received a letter from the State of Washington Employment Security Department, which the board has a copy of. The Board agreed. Thus being no other correspondence the meeting continued.

## **UNFINISHED BUSINESS**

**A. Review Applications for Fire Commissioner Vacancy #3 process for Interviews to move forward with the process –**

Commissioner Chairman Riel States that we need 3 potential Candidates. Commissioner Chairman Riel lets the board know that we do have 3 potential Candidates, Commissioner Vice-Chairman McNulty agreed. At this time Commissioner Chairman Riel wants to recognize that the board will be moving forward with the interviews.

**B. Review questions and format of interviews and the action to proceed –**

Commissioner Chairman Riel says that we need to set up interviews to take place at the scheduled Special meeting, on February 16, 2016 @ 4:00 pm. At this meeting we will go through all the items that the candidates received in the application packets. We will also need to set up an EXECUTIVE SESSION: RCW 42.30.110(I) H. to discuss the candidates performance of the interviewing process.

**C. To set up interview times so that action can be taken to proceed with the process –**

Commissioner Chairman Riel requested that the times be set 20 minutes apart and to start the interviews after 10 minutes the meeting has opened. Commissioner Chairman Riel Also requested to have a copy of the Commissioner Oath of Office to swear in the Chosen Candidate in at that meeting.

**D. Review and Re signing of 01/29/2016 Warrant Batch Corrections – Approve or Deny**

Commissioner Chairman Riel motion to approve the Corrections on the 01/29/2016 Warrant Batches to be approved for FIRE: \$12,855.28 and EMS: \$ 17,655.42 in the Total amount of \$30,510.70. Commissioner Vice-Chairman McNulty seconds the motion. Motion Carries. There was no other unfinished business, meeting continues.

**NEW BUSINESS – None**

**COMMISSIONER'S REPORT**

Commissioner Chairman Riel stated that he will be going to the Dept. of EMS meeting for the strategic planning. Also, Commissioner Chairman Riel handed out and read his report on the meeting he had attended in Olympia on January 27, 2016 for the WFCB Board meeting. Please see the attachment handed out for details. Commissioner Chairman Riel also stated that he needs Temp District Secretary Angel to make sure that the Commissioners and Chief Riel are schedule to attend WFCB Conference here in Yakima.

**EXECUTIVE SESSION: RCW 42.30.110 (G)**

There being no Executive Session scheduled, Commissioner Chairman Riel continued the meeting.

**ANNOUNCEMENTS**

There being no announcements, Commissioner Chairman Riel continued the meeting.

**DEPARTMENT ACTIVITY REPORT – Chief Riel**

The department activity report was accepted as submitted with no additional discussion.

**GENERAL DISCUSSION – Limited between Board and Staff – NO PUBLIC INPUT**

**SIGNING OF DISTRICT DOCUMENTS**

The documents were presented to the Board for their signatures. The board at this time signed all Documents along with Chief Riel and Temp Secretary Angel Stevens

**SPECIAL MEETING SCHEDULED – TUESDAY FEBRUARY 16, 2016 @ 4:00 pm**

**NEXT REGULAR MEETING – Monday, February 22, 2016 at 4:00pm**

**ADJOURNMENT**

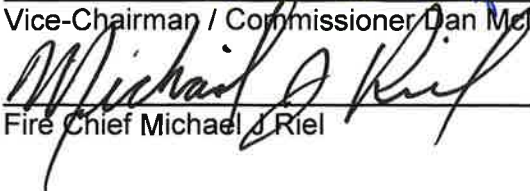
There being no other business, Commissioner Riel made a motion to adjourn the meeting. Commissioner McNulty seconded the motion and the meeting adjourned at 4:48 p.m.



Chairman / Commissioner Les Riel



Vice-Chairman / Commissioner Dan McNulty



Fire Chief Michael J. Riel



Temporary District Secretary  
Angel Stevens